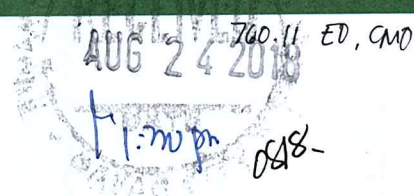




Republic of the Philippines
OFFICE OF THE CITY MAYOR
City of Davao

FILE MAYOR'S
OFFICE

EXECUTIVE ORDER NO. 21
Series of 2018



AN ORDER PRESCRIBING GUIDELINES FOR THE EFFECTIVE IMPLEMENTATION OF VARIOUS CAREER AND LEARNING & DEVELOPMENT PROGRAMS FOR THE EMPLOYEES OF THE CITY GOVERNMENT OF DAVAO

WHEREAS, the development and retention of a highly competent and professional workforce in the public service is a primary concern of the City Government;

WHEREAS, it shall be the policy of the government that a continuing program on career and personnel development be established for all government employees at all levels regardless of age, gender and sex, civil status, ethnicity, religious beliefs, physical disability and political affiliation, thereby ensuring the observance of the "Equal Opportunity Policy in accessing learning and development";

WHEREAS, in the field of human resource management, learning and development is one of the essential HR systems concerned with organizational activity aimed at enhancing the competencies towards improved employee performance;

WHEREAS, there is a need to rationalize the attendance of all officials and employees in various training programs for a meaningful learning experience.

NOW, THEREFORE, I, SARA Z. DUTERTE, City Mayor of Davao City, by virtue of the power vested in me by law, do hereby prescribe the herein guidelines for the effective implementation of various training and career development programs.

SECTION 1. DEFINITION OF TERMS. The terms and definitions used in this particular guideline are as follows:

- A. Office.** Unless otherwise specified, the term office is hereby referred to as the Human Resource Management Office or HRMO.
- B. Officials and Employees.** Include those who categorically belong to the first, second and third level positions whether career or non-career under the City Government.
First Level Position. Includes clerical, trades and craft and custodial services which involve sub-professional work in non-supervisory capacity or otherwise.
Second Level Position. Includes professional, technical and scientific work in a non-supervisory or supervisory capacity up to division chief level or its equivalent.
- C. Learning & Development / Training.** Refers to those learning experiences designed to enable the employees to perform their tasks with more precision.
- D. Invitational Training Programs.** Training programs which are sponsored or spearheaded by government organizations/ non-government organizations/people's organizations and other agencies.
- E. In-House Training Programs.** Training programs which are sponsored by the City Government of Davao through the HRMO.

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- F. Learning & Career Development Program.** Refers to career and development programs offered by the Office and other training institutions. The primary objective is to develop and/or enhance the potentials and capabilities of all officials and employees especially in the delivery of quality services to the public. It is categorized as follows:
- F.1. Orientation Programs** - refer to courses designed to inform and motivate new employees under the City Government about its thrusts, programs, operations, benefits, duties and responsibilities.
 - F.2. Re- Orientation Programs** - refer to courses designed to re-orient on the duties and responsibilities, new policies and programs the newly promoted employees and/or to those who have been in the service for a longer period of time.
 - F.3. Employee Development Programs** - these are skills oriented courses aimed at maintaining a high level of efficiency among first level personnel.
 - F.4. Professional/Technical/Scientific Programs** - refer to substantive programs in specific professional/ technical/scientific areas for enhancement of skills and knowledge of second level personnel in the career service.
 - F.5. Supervisory Development Programs** - these are courses which deal primarily with basics as well as advance supervisory concepts, skills and techniques.
 - F.6. Middle Management Development Programs** -refer to the training courses designed to provide division chiefs, middle managers and other officials of comparable rank with management, leadership and administrative skills to prepare them for greater responsibilities.
 - F.7. Executive Development Programs**- refer to the continuing education intended to enhance the managerial/leadership skills of government officials or executives.
 - F.8. Value Development Programs** - refer to courses which are designed to enhance values in public service.
 - F.9. Pre-Retirement Seminars** - these courses are designed to provide prospective retirees with knowledge on the government retirement plans and benefits as well as available business opportunities or other productive options/pursuits.
- G. Staff Development Programs.** Capability development programs which are sponsored or initiated by the different City Government offices/departments exclusively for its personnel.
- H. Training Institutions.** Include government agencies/government- owned and controlled corporations and non-government and private organizations which are offering and are authorized to conduct learning and development programs.
- I. Official Business.** Refers to the favorable action granted by the Local Chief Executive (LCE) or his duly authorized representative on employees' attendance to trainings and other related activities which involve local government expenses subject to usual accounting and auditing rules and regulations.

J: Official Time. Refers to favorable action granted by the Local Chief Executive (LCE) or his duly authorized representative to employees' attendance on trainings and other related activities which do not require budgetary appropriation from the government funds but only allowed to use government time.

K. Learning & Development Program Coordinator (LDPC). Duly designated Learning & Development Program Coordinator per department/office who serves as focal person at the same time coordinates with HRMO specifically in matters related to learning and career development programs.

L. Human Resource Development Committee (HRDC). A personnel mechanism which provides support functions to management in matters pertaining to selection of agency nominees to training, career development and scholarship programs in accordance with existing civil service policies and standards.

M. Study Leave. An endowment to deserving permanent officials and employees which shall not exceed six (6) months with pay, for the purpose of assisting them in preparation for the bar or board examinations or thesis-writing relative to the completion of masteral or doctorate degrees.

M.1 Bar/Board Examination – not exceeding Six (6) months with pay

M.2 Thesis/Dissertation writings -not exceeding four (4) months with pay.

SECTION 2. SCOPE/COVERAGE. This guideline shall cover all PLANTILLA PERSONNEL under the City Government of Davao.

SECTION 3. LEARNING & CAREER DEVELOPMENT PROGRAM. The various personnel capability and career development programs which are being implemented by the City Government through the Office, in coordination with other training institutions shall be classified as follows:

A. Invitational Training Programs/Study Grants: In as much as the programs under this category require direct or indirect intervention from other training institutions, the Office shall:

- A.1. Evaluate and recommend the attendance of officials and employees in conventions, seminars, conferences, fora, symposia and other similar activities.
- A.2. Evaluate the nominations submitted by the heads of offices, to scholarship programs/ grants, both local and foreign. Only permanent employees who have been in the service for at least two years can avail of the program. The selection of participants for training and scholarship opportunities are equitably distributed and awarded to deserving officials and employees considering among others, the length of service, performance level, physical fitness, training and development needs, status of appointment and other preferences which may be deemed necessary to ensure that the best qualified personnel shall be given the priority. The Equal Opportunity Policy (EOP) shall be observed that shall ensure no discrimination to age, gender and sex, civil status, ethnicity, religious beliefs, physical disability and political affiliation, in accessing learning and development.
- A.3. Act promptly on all applications/nomination forms for individual training programs subject to review and further evaluation. Such nominations shall be submitted to the office at least five (5) working days prior to the conduct of the said activity.

- A.4. As the need arises, the Office will require the HRDC to convene to conduct interviews and other related activities which may be deemed effective in the selection of candidates for training and development programs including scholarship grants. In case of training and development programs, scholarship grants outside the country and study leave, prior authority from the Local Chief Executive through the recommendation of HRDC must be secured before preparation of the necessary documents relative thereto.
- A.5. Be responsible in the dissemination of vital information and/or distribution of invitations for training and scholarship programs to all concerned City Government offices.
- A.6. Ensure that personnel attendance to trainings and seminars shall be acquired from the list of recognized and accredited training institutions (ATI) of the Civil Service Commission and/or the Local Government Academy, and Professional Regulation Commission (PRC).
- A.7. See to it that the participants in the invitational training/programs on Official Business shall not exceed the following requirements: National (2); Regional (5); and Local (10) per department.

National Level - programs conducted in Luzon and Visayas regions;
Regional Level - programs conducted within Mindanao; and,
Local Level - programs conducted within Davao City only.

In cases where the number of participants exceed the total number required, an additional one (1) participant can be granted provided the same shall attach proper justification to the request of attendance, duly signed by the Head of Office.

- A.8. Prohibit the attendance of employees in training programs/conventions conducted outside Davao City during the month of December of every year. Should there be a need to attend to the training programs/conventions, they may do so provided it is on official time only.

B. In-House Training Programs. Basically, In-house training programs are spearheaded and/or conducted by the City Government through the Office and in other instances, in coordination with other training institutions.

- B.1 All in-house training programs shall be properly disseminated to the different City Government departments/offices which shall be properly coordinated with the LDPC.
- B.2 The Office at the start of each year shall provide training calendars to all departments/offices.
- B.3 The Office may coordinate with other training institutions in the conduct of in-house training and development programs.
- B.4 Whenever there is a scheduled in-house training program, the participants coming from the different City Government offices/departments shall be notified accordingly and shall be issued with the corresponding memorandum order. In cases where the participant fails to attend said training despite issuance of the memorandum order, the participant shall be required a written explanation why he should not be sanctioned for failure to comply with the memorandum order and the same shall constitute defiance of a lawful order or insubordination.

- B:5 As the need arises or whenever possible, the Office may invite probable resource speakers from the various City Government offices depending on their area(s) of specialization or expertise.
- B.6 As much as possible, all in-house training programs shall be conducted within Davao City. However, if there is an immediate need to conduct it outside Davao City (e.g. educational tour/actual visitation field exposure to other areas/venues), proper justification and authority must be secured first from the Local Chief Executive or his/her duly authorized representative.

C. Staff Development Training Programs. In order to develop and/or enhance the potentials and capabilities of all personnel assigned in the different City Government offices, this particular activity should be given preferential attention. This activity is being encouraged to strengthen good working relations among employees in a particular office.

- C.1. Prior to the conduct of the activity, a training design must first be submitted first to the Office at least thirty (30) working days through the designated LDPC for review, certification and recommendation.
- C.2. The Office shall monitor, evaluate and document the program being conducted by other City Government offices in coordination with the LDPC to check whether the approved training design as well as the schedule have been followed accordingly and the Office shall then submit the corresponding recommendation to better improve the quality of training programs.
- C.3. Attendance of employees to any Staff Development Training Programs shall be covered by a memorandum order signed by the Local Chief Executive or his/her duly authorized representative.

SECTION 4. RESPONSIBILITIES OF PARTICIPANTS IN LEARNING AND DEVELOPMENT PROGRAMS. As a general rule, all officials and employees who have been recommended to attend various training and development programs whether outside or within Davao City are expected to apply whatever knowledge or skills they have gained. In addition, it is expected that they shall be responsible in carrying-out the following:

- 4.A. Shall submit a Terminal Report and a copy of certificate of attendance and in case of attendance to conventions, a Certificate of Completion with Continuing Professional Development (CPD) points, to the Office within fifteen (15) days upon return to official station and copy furnish the LDPC. Failure to submit the same would mean disqualification from attending future training programs. Participants should notify the HRMO through the LDPC if they cannot or failed to attend the training or of any changes in training schedules.
- 4.B. Officials or employees who availed of scholarship grants whether local or foreign shall be required to submit a Report/Re-entry Action Plan. Further, the reports should include credentials or proofs such as diploma, certification or credits earned. In cases where attendance to scholarship programs requires one (1) year or more, said scholar/grantee should submit his/her report of ratings every end of semester for future reference.
- 4.C. Officials or employees shall likewise be required to conduct an echo program relative to the training attended. The concerned officials or employees may request assistance from the HRMO whenever needed.

- 4.D. In cases where officials or employees fail to continue the scholarship grants for reasons within his/her control, all incidental expenses (i.e. registration, tuition fees, per diems, allowances, stipends and other benefits) shall be refunded in favor of the City Government of Davao.
- 4.E. Officials or employees who have availed of any scholarship grants whether local or foreign shall serve the Local Government for two (2) years for every year or a fraction thereof not less than six (6) months. Transfer or resignation within the required period of service obligation is prohibited.

SECTION 5. RESPONSIBILITIES OF THE OFFICE CONCERNED ON TRAINING AND DEVELOPMENT PROGRAMS. All Heads/Assistant Heads of Departments including Chief of Offices are hereby enjoined to extend whatever assistance which may be deemed necessary to attain success in the conduct of various training and development programs. At the same time, they should be able to:

- 5.A. Recommend candidates/nominees for training programs, study grants and other related activities such as but not limited to conventions, conferences, fora/symposia, congress and other career development opportunities in accordance with the rules mentioned in this guideline.
- 5.B. Extend full support to the office LDPC in the performance of their duties and functions.
- 5.C. Recommend to the HRMO the HR training needs of their department/office.

SECTION 6. DUTIES AND FUNCTIONS OF LEARNING & DEVELOPMENT PROGRAM COORDINATORS (LDPCs).

1. Act as focal person in his/her respective department/office pertaining to the conduct of training programs and other HRD related activities;
2. Pre-evaluate and assist the head of the department/office in the recommendation of qualified personnel for their attendance to invitational and/or in-house training programs;
3. Assist in the screening of recommendees/nominees for local/foreign scholarships as well as applicants for study leave for recommendation to the Human Resource Development Committee through the HRMO;
4. Monitor the submission of terminal reports;
5. Submit terminal reports or quarterly report of trainings attended by employees in their respective departments/offices and other related reports or documentary requirements such as department/office training plan among others;
6. Evaluate, document and submit to HRMO the overall performance of trainings conducted by their respective department/office in the form of evaluation reports;
7. Conduct continuous training needs assessment (TNA) with the supervision of the office;
8. Prepare or review training designs before submission to the HRMO for recommendation and approval of the City Mayor and/or his duly authorized representative;

9. Coordinate with the Office as to the conduct of all training programs; and
10. Represent the department/office and participate in consultative meetings and conferences in formulating HR related policies for recommendation to the top management to further improve the implementation of capability development programs and other HRD interventions.

SECTION 7. RESOURCE SPEAKERS. All In-house learning and development programs shall be handled by the Office, however, they may invite resource speakers from within or outside the organization depending on their expertise or field of specialization. The Office shall train, develop, enhance and maintain a potential pool of trainers/facilitators/resource speakers which shall be selected and chosen among the employees of the City Government offices. City Government officials and employees shall be allowed to act as resource persons, facilitators, lecturers and render other similar human resource services in the following activities provided that such services shall be covered by an authorization/memorandum signed by the City Mayor or the City Administrator:

- a. Training programs or other similar activities conducted by other agencies, departments/offices and institutions where officials and employees are invited to render such services in recognition of their expertise and skills;
- b. In-house training programs, staff development sessions and other capability development programs funded under the training and career development program of the city government.

Expertise of external persons can be tapped as resource persons, speakers, facilitators and other similar HR services during training programs conducted by the city government. As such, they will be required to submit their curriculum vitae to serve as one of the basis in determining the rate of honoraria for the services rendered. This, however, does not include personnel of the HRMO Human Resource Development Division who act as lecturers, resource persons or facilitators within the Agency.

SECTION 8. HONORARIA AND OTHER TRAINING EXPENSES. All expenses relative to training such as registration fees, transportation allowances/per diems, payment for services of the resource speakers shall be chargeable against the appropriation of the department or office except for in-house training programs which is basically handled by the Office. Amount of honorarium for resource speakers and other training-related expenses shall be based on the existing guidelines of DBM Budget Circular No. 2007 – 1, dated April 23, 2007 which sets the Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators and Facilitators, to that effect or the Personnel Development Committee (PDC) Resolution No. 2, 2015 which is a resolution "Approving and Adopting the guidelines in Prescribing the Rates of Honorarium for Resource Persons in Training Programs". Payment for services of the resource speakers shall be chargeable against the appropriation of each department or office concerned except for the in-house training programs handled by HRMO. For uniformity and equity, the following are the prescribed rates of honoraria, to be granted to the position levels enumerated below, subject to tax:

<u>Category</u>	<u>Rate Per Hour</u>
A. City Government Officials & Employees	
• Department Heads /Ass't. Department Heads with Doctorate Degree/Master's Degree, Lawyers and Doctors of Medicine	P 1,000.00
• Department Heads /Ass't. Department Heads	P 700.00
• Personnel with Doctorate/Master's Degree	P 700.00

- Personnel with technical skills/expertise)

P 500.00

B. External Persons/Free Lancers

- Practicing Professionals (Lawyers, Doctor of Medicine), with Doctorate Degree, Directors and Consultants) P 1,000.00
- With Master's Degree P 700.00
- Bachelor's Degree and Undergraduate (with technical skills/expertise) P 500.00

Services rendered by city government officials and employees shall not exceed twenty (20) hours per month regardless whether services were rendered in other agencies/institutions or city government-conducted training programs. Officials and employees who render services in excess of the twenty (20) hours are required to file their application for leave of absence. A memorandum order should be secured first for city government employees who are invited to render services as speakers/resource persons prior to the conduct of the training programs. All expenses relative to training and development programs shall be subject to the usual accounting and auditing rules and regulations. The Human Resource Management Office, the Learning and Development Program Coordinator (LDPC) and Administrative Officer of the respective department shall be responsible in monitoring compliance of this policy guidelines.

AMENDMENTS. These guidelines as promulgated herein may be amended or modified as may be necessary.

REPEALING CLAUSE. All memoranda, executive proclamations and office orders previously issued which are inconsistent thereto are hereby repealed and superseded.

EFFECTIVITY. This Executive Order shall take effect upon the approval of the City Mayor.

DONE in the City of Davao, Philippines on 24 AUG 2018.

Sara Z. Duterte
SARA Z. DUTERTE
 City Mayor

CMD - ORD 250-26
RELEASED
 24 AUG 2018 4:30 AM

Attested by:

ATTY. ZULEIKA T. LOPEZ
 City Administrator

~~ATTY. TRISTAN DWIGHT DOMINGO~~
 Acting City Administrator

HRMO *Mina C. Bacaling*

DILG *[Signature]* 8/28/18

CMD *[Signature]* 8-28-18 10:00
 CADD *[Signature]* 8/28/18
 Asst. CADD (Adm) *[Signature]*
 Asst. CADD (Opp) *[Signature]* 08-28-18
 CIO *[Signature]* 08-28-18
 CPDO *[Signature]* 8/28/18
 SP *[Signature]* 8/26/18